

27 SEP 1978

MEMORANDUM FOR: Chief, Information Systems  
Analysis Staff, DDA

FROM: Eloise R. Page  
Acting Associate Deputy Director for Operations

SUBJECT: Implementation of Executive Order 12065  
--- Classification Waiver Possibility

REFERENCE: ADDA Memorandum for the DDO,  
Dated 19 September 1978, Same Subject

It is requested that a waiver from the requirement for portion classification marking be requested from the Director of the Information Security Oversight Office in accordance with paragraph 1-504 of Executive Order 12065 for the following classes of documents originated by the Directorate of Operations:

1. Foreign Intelligence Information Reports.

a. These reports provide original data collected in response to the expressed needs of the Intelligence Community. Each report carries an unclassified identification number. These reports are on a single subject and normally from a single clandestine foreign source or cooperating U. S. citizen. Exposure of the information itself or unprotected reference to the existence of the information in U. S. Government possession can jeopardize the source or his ability or willingness to continue to provide information. Because of the inseparability of the information from the sensitivity of its method of collection, these reports should be classified as whole documents.

b. Furthermore, because these reports provide original data used in the production of finished intelligence, they are subject to indexing, filing and incorporation in computerized

information handling systems in receiving offices and agencies. Compilations of such data can reveal much concerning the ability of the Directorate of Operations to collect and report foreign intelligence. For that reason, the entire report must be protected by a single classification to prevent the creation of unclassified indexes or files in receiving agencies.

c. Original dissemination of these reports is made selectively on a need-to-know basis. Individual reports may be limited to a very few individuals in Washington while others may be transmitted to Intelligence Community agencies in Washington and overseas to selected U. S. embassies and U. S. military commands.

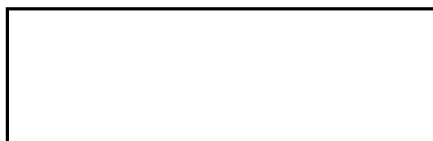
d. Because these reports contain information collected in response to the expressed needs of the Intelligence Community and because they may concern almost any country and almost any subject, they may form the basis for classification for many intelligence publications. It should be recognized, however, that intelligence publications most often draw on information from many agencies and as a consequence Directorate of Operations reports very frequently do not constitute the sole basis for their classification.

## 2. Directorate of Operations Internal Operational Correspondence.

a. This is correspondence between various elements of the Directorate in the U. S. and overseas concerning management, operations and administration of the Directorate. (By definition this kind of correspondence does not contain foreign intelligence which is disseminated to other agencies.) Each piece of correspondence carries an identification number. The whole of this correspondence concerns intelligence activities, sources or methods.

b. This correspondence, whether transmitted in hard copy or electrically, is disseminated only within CIA and is very largely confined to the Directorate of Operations.

c. This correspondence, by itself, does not form the basis for classification of other documents.



Eloise R. Page

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PROPOSAL FOR  
WAIVER FROM PORTIONAL MARKING REQUIREMENT

1. An ADP data base will be classified as an entity using criteria in Section 1-3. All reports from a data base will carry the same classification and be marked in accordance with Section 1-501. Text files containing paragraphs that will be used in producing documents must be portionally marked.
2. Computerized data bases contain data that range from unclassified through Top Secret. The resources required to portionally mark each data item, keep such a data element current (the classification of the data changes with circumstances) and to automatically classify reports based on the classification of those data items is substantial. The cost of doing this is not in the public interest.
3. Often data bases include individual items that when processed or reported together have a higher degree of classification. The computer technology is not such that we can identify and program all such relationships so that computer-generated reports using such data can be properly classified. The same determination used in classifying a computer data base is used for classifying reports derived from that data base.
4. Computer reports are generally only disseminated internally to the Agency and they are used for administrative and research purposes.
5. Documents produced using data from a computer data base will be classified under the same criteria as the data base.

ACTION PLAN FOR  
DDA ASSIGNED TASKS  
ASSOCIATED WITH THE IMPLEMENTATION OF  
EXECUTIVE ORDER 12065

The DDA assigned tasks associated with the implementation of the new Executive Order have been grouped under one of the following four general headings:

- Classification/Declassification/Mandatory Review
- Markings
- Training
- Safeguarding

#### TASK FORCES

Individual task forces will be established to handle each of the four areas listed above. The first three task forces will be chaired by ISAS representatives while the fourth will be chaired by a representative from the Office of Security. C/ISAS will function as the coordinator between all task forces.

A representative from each of the four Directorates and OGC will be appointed to each task force to form the basic working group. Additional members can be requested by each Chairman if and when the need arises. Once formed, each task force will be organized internally to handle their individual program elements in the most efficient manner.

#### DIRECTORATE SUPPORT

To obtain and maintain the shortest possible response time from the four Directorates, it is recommended that the job responsibilities for the four individuals who are currently functioning as the senior Declassification Focal Point Officers for each Directorate be expanded to include all coordination activities associated with the development and implementation of this program. It is further recommended that where practical, those individuals within each Directorate that were tasked with helping to develop declassification guidelines, be designated to assist the Declassification Focal Point Officers with all coordination activities. The above structure worked extremely well in developing the declassification guidelines and should function equally as well in helping to develop and coordinate this program.

#### ACTUAL PROGRAM IMPLEMENTATION

Within the DDA, records management personnel will be playing an extremely important role in the actual implementation of the new E.O. This role will be to act as the means for transmitting to Agency personnel the actual instructions on what actions are required and how they are to

be done. In this role they will also serve as convenient points of contact for the multitude of questions that are sure to be raised as actual implementation efforts move forward. Involvement of these personnel will be through the Directorate Records Management Officer who will participate in and be kept fully informed on all aspects of the implementation program.

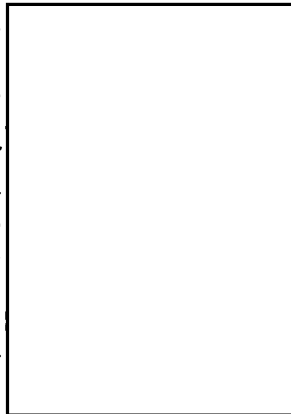
How this program will be implemented within the other Directorates is something that should be decided upon at the earliest possible date.

#### WORK ASSIGNMENTS

##### I. CLASSIFICATION/DECLASSIFICATION/MANDATORY REVIEW

A. TASK FORCE - Chairman -

DDO -  
NFAC  
DDS&T  
DDA -  
OGC -  
IPS -  
  
OS -  
RAB -



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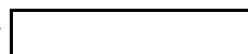
B. Approach - Will be to combine classification with declassification and develop common guidelines covering both aspects. To meet known requirements of the new E.O. both classified and unclassified guidelines will have to be developed. Since the system established for the development and approval of the current Agency declassification guidelines is still in existence, it is planned that this same system will be used to obtain overall coordination and approval for all guidelines that will be developed. Applicable regulations will be written/rewritten.

C. Problems - No specific problems have been identified.

D. Time Frame - In-house guidelines and regulations should be ready for formal coordination and approval by 1 October 1978. This will allow two months to complete this process so that they will be ready for use by the Agency on 1 December 1978. Unclassified guidelines for outside approval and publication in the Federal Register must be completed by 1 June 1979.

##### II. MARKINGS

A. TASK FORCE - Chairman -



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DDO -  
NFAC  
DDS&T  
DDA -  
CGC -  
OS -  
RAB -



B. Approach - All classification markings and controls now in use throughout the Agency will have to be reviewed in light of the implementing order for the new E.O. to determine what changes will be required and how these changes should be implemented. Initial requirement will be to get OGC guidance on what markings and controls the implementing order for the new E.O. will probably allow so preliminary work can start as soon as possible. Applicable regulations will be written/rewritten.

The initial instructions and procedures dealing with markings will have to be followed by a detailed handbook on how these general procedures are to work, i.e., size and position of markings.

C. Problems - It is anticipated that due to the great number of individual interests involved in this general area a significant number of problems may be encountered.

D. Time Frame - All proposals ready for formal coordination and approval by 1 October 1978. All newly required stamps ready for distribution by 1 November 1978.

### III. TRAINING

A. TASK FORCE - Chairman -

OGC -  
RAB -  
OS -  
OTR -



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B. Approach - Identify those elements that the new E.O. requires must be addressed and work with OTR to develop the most effective means of getting required information to all levels of the Agency. Special emphasis should be placed on determining whether an audio-visual presentation would be the most effective way to inform all Agency personnel on the changes the new E.O. brings to the current classification process. Applicable regulations will be written/rewritten.

C. Problems - No special problems have been identified as of this time.

D. Time Frame - Programs and procedures ready for in-house formal approvals by 1 October 1978. Actual training of employees to start by 1 November 1978.



IV. SAFEGUARDING

A. TASK FORCE - Chairman -

DDA -

DDO -

DDS&T

NFAC

OGC -

OS -

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B. Approach - Identify those elements of the new E.O. relating to the safeguarding of classified material that require implementation through revision of Agency regulations. The Office of Security has been preparing revised security regulations which will serve as a take-off point for the changes necessitated by the E.O. Specifically, the new regulations will replace the extant HR

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C. Problems - The principal problem associated with the implementation of safeguarding policy is caused by the fact that Headquarters Regulations depend largely on the development of the implementation directive for E.O. 12065. As a result, the promulgation of the implementing directive will be the pacing item.

D. Time Frame - Initial drafts on which to build the revised Headquarters Regulations are already available. They will be modified to be consistent with the implementing directive as it is developed. Assuming promulgation of the implementing directive by 30 September, final drafts of the Headquarters Regulations should be submitted to the Regulations Control Branch by 31 October.

V. APPROVALS/ACTION REQUIRED

1. Approval of the attached Headquarters Notice describing what is being done within the Agency to prepare for the implementation of the new E.O.

2. Approval for the use of senior Directorate Declassification Focal Point Officers and supporting structures in implementing the new E.O.

3. Appointment of representatives to the various task forces and agreement that additional personnel will be made available if required.

4. Coordination and approval of the final implementation package will be handled within the respective Directorates and independent offices by the below listed signatories.

APPROVED:

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[Redacted Signature]

Michael J. Malanick  
Directorate of Administration

26 July 1978  
Date

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[Redacted Signature]

Eloise Page  
Directorate of Operations

26 July 78  
Date

25X1

[Redacted Signature]

Ernest J. Zellmer  
Directorate of Science and Technology

26 July 78  
Date

25X1

[Redacted Signature]

National Foreign Assessment Center

7-26-78  
Date

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[Redacted Signature]

Office of General Counsel

7-26-78  
Date